

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

<b>(1) DEPARTMENT</b> Public Works	<b>(2) MEETING DATE</b> 1/10/2012	<b>(3) CONTACT/PHONE</b> Annette Young, Administrative Services Manager (805) 781-5250	
<b>(4) SUBJECT</b> Request to amend the Fixed Asset List for Fund Center 405 – Public Works Internal Service Fund (ISF) to replace a plotter.			
<b>(5) RECOMMENDED ACTION</b> It is our recommendation that your Honorable Board: <ol style="list-style-type: none"> <li>1. Authorize a change to the 2011/12 Public Works ISF list of authorized fixed assets to include the replacement of a Plotter at an estimated cost of \$8,500, to be funded by the ISF Equipment Replacement Fund; and</li> <li>2. Declare the current Plotter, identified as fixed asset 400000000366, to be surplus.</li> </ol>			
<b>(6) FUNDING SOURCE(S)</b> ISF Equipment Replacement Fund	<b>(7) CURRENT YEAR FINANCIAL IMPACT</b> \$8,500.00	<b>(8) ANNUAL FINANCIAL IMPACT</b> \$0.00	<b>(9) BUDGETED?</b> N/A
<b>(10) AGENDA PLACEMENT</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
<b>(11) EXECUTED DOCUMENTS</b> <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		<b>(12) BUDGET ADJUSTMENT REQUIRED?</b> BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
<b>(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b>  N/A		<b>(14) W-9</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>(15) LOCATION MAP</b>  N/A	<b>(16) BUSINESS IMPACT STATEMENT?</b>  No	<b>(17) AGENDA ITEM HISTORY</b>  <input checked="" type="checkbox"/> N/A Date _____	
<b>(18) ADMINISTRATIVE OFFICE REVIEW</b>			
<b>(19) SUPERVISOR DISTRICT(S)</b> All Districts -			

Reference: 12JAN10-C-3

## County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works

Annette Young, Administrative Services Manager

VIA: John Diodati, Department Administrator

DATE: 1/10/2012

SUBJECT: Request to amend the Fixed Asset List for Fund Center 405 – Public Works Internal Service Fund (ISF) to replace a plotter.

### **RECOMMENDATION**

It is our recommendation that your Honorable Board:

1. Authorize a change to the Public Works ISF list of authorized fixed assets to include the replacement of a Plotter at an estimated cost of \$8,500, to be funded by the ISF Equipment Replacement Fund; and
2. Declare the current Plotter, identified as fixed asset 400000000366, to be surplus.

### **DISCUSSION**

The current plotter was purchased in 2006 and is used by our Design Division to plot and produce contract plans for the department's capital projects. It no longer meets the demands of the current workload and its functionality is outdated. The new plotter will combine the functionality of two existing pieces of equipment; a plotter and a large format copier (originally purchased in 2002). Moreover, a third function will be added, that we do not currently possess, full size scanning.

The new equipment will enable the Design Division to more efficiently handle an increasing workload and to better facilitate the production of contract plans for the department.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The General Services Agency coordinates the disposition of surplus equipment.

## **FINANCIAL CONSIDERATIONS**

The cost of the new plotter is estimated to be \$8,500. The existing plotter cost \$9,518 (2006) and the existing large format copier cost \$2,500 (2002). Both have been fully depreciated and the funding is established in the ISF Equipment Replacement Reserves for replacement at this time. No General Fund money is needed to fund the purchase.

## **RESULTS**

Purchasing a new plotter will enable staff to increase efficiency and productivity of capital project contract plans.

File: Equipment - General

Reference: 12JAN10-C-3

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